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Civil Engineer

**DISASTER PREPAREDNESS PLANNING AND
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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1.8. The Chief, Readiness Flight (510 CES/CEX), is the command OPR for USAFA Disaster Preparedness Program. The Readiness Section (510 CES/CEX) will implement this program.

1.8.9. The requirement for a Disaster Support Group (DSG) is satisfied through the USAFA Crisis Action Team (CAT).

1.11.12. The requirement for a Survival Recovery Center (SRC) is satisfied through the USAFA CAT.

1.11.13. (Added). Through the Family Support Center in conjunction with the Mission Support Squadron, Civil Engineer Squadron, and Services Squadron establishes and operates the Academy Disaster Assistance Center on a crisis-implemented basis during emergencies.

1.12.4.1. (Added). 34th Training Wing (34 TRW), Athletics (HQ USAFA/AH), Dean of the Faculty (HQ USAFA/DF), Preparatory School (HQ USAFA/PL), Financial Management Analysis (10 ABW/FMA), and 10th Medical Group (10 MDG) are responsible for establishing shelter management teams consisting of four individuals to provide 24-hour capability. Two supervisors must be in the grade of TSgt or higher or civilian equivalent grade. Upon activation, supervisors must receive initial training. Training for nuclear fallout shelters is not required until there is an increase in threat.

1.13.3. Checklists will cover pre-, trans-, and post-attack, natural disaster, and major accident procedures including who, what, when, and how it will be accomplished in support of each action. Refer to AFMAN 32-4004. Units using, storing, producing, or maintaining Hazardous Materials (HAZMAT) will develop written procedures for cleaning up small spills caused by unit activities, for evacuating personnel for large spills, and notifying appropriate base agencies. Refer to the USAFA Spill Prevention and Response Plan.

1.13.9. Each Radiological Contamination Control team will consist of a minimum of six personnel. Two teams are required. The following units must provide contamination control teams and contamination control capabilities:

1.13.9.1. (Added). Civil Engineer and Transportation. Provide three members each for facility, area and vehicle decontamination.

1.13.9.2. (Added). Hospital. Patient and hospital equipment decontamination.

1.13.11. Civil Engineer Readiness Flight maintains a master copy of on- and off-base grid maps for DRF members and Academy units. 510 CES/CEX is responsible for distributing maps.

2.2.4. Units will develop checklists or operating instructions (OI) to provide guidance to unit personnel on implementing the provisions of USAFA OPlan 32-1. Checklists or OIs will cover unit or individual actions and assign responsibilities to accomplish specified tasks for the protection of personnel and resources during enemy attacks, major accidents, and natural disaster situations. Units will ensure written guidance is reviewed annually and updates coordinated with 510 CES/CEX.

2.3. Does not apply to USAFA.

2.4. HAZMAT emergency planning and response procedures listed in the Spill Prevention and Response Plan and the annex to USAFA OPlan 32-1 satisfies the requirements listed in AFI 32-4002, Chapter 2, and AFI 32-4013, Chapter 10.

2.5. Does not apply to USAFA.

3.2.1.1. Logistics Division (10 ABW/LG) is the focal point for storing, maintaining, and issuing individual protective equipment for mobility forces.

3.2.3. Radiological detection equipment will be provided to USAFA contamination control team from 510 CES/CEX, as the need arises. See Attachment 6 (Added), this supplement, for list of equipment and individual protective clothing requirements.

3.2.4. Units responsible for maintaining a shelter will use CDV 777-2 shelter kits. The Colorado Department of Disaster and Emergency Services, Camp George West, Golden, Colorado, provides Kits. See Attachment 6 (Added), this supplement, for list of equipment and individual protective clothing requirements.

3.4. The MCP will be afforded emergency vehicle maintenance priorities.

4.1. Memorandum of Understanding (MOU) between the USAF Academy, Peterson, and Schriever AFB establishes procedures and conditions that would cause each base to respond to a major accident. This MOU is reviewed and updated annually.

4.2.1. (Added). Command Post (10 ABW/CP) notifies the DRF in accordance with USAFAI 10-201, *Command and Control (C2)*.

4.2.2. (Added). Unit Control Centers (UCC) areas act as a unit's focal point for conducting disaster response actions. 34 TRW, 34th Operations Support Squadron (34 OSS), Safety (HQ USAFA/SE), Public Affairs (HQ USAFA/PA), Chaplain (10 ABW/HC), 10 ABW/LG, Transportation (10 ABW/LGT), Military Personnel (10 MSS/DPM, Services (10 SVS), Hospital 10 MDG, Communications Squadron (10 CS), Civil Engineer Group (10 CEG) will have control centers. They will:

4.2.2.1. Provide 24-hour operations.

4.2.2.2. Establish and maintain communication with unit personnel and specialized teams and disseminate information between the CAT, On-Scene Disaster Control Group (OSDCG) representatives, and other control centers.

4.2.2.3. Maintain appropriate events logs.

4.2.2.4. Maintain capability to recall members to the DRF.

4.2.2.5. Activate checklists in support of USAFA OPlan 32-1.

4.2.2.6. Notify personnel in their area of responsibility to evacuate, relocate, and take protective actions.

4.2.3. UCCs must maintain:

4.2.3.1. Current unit recall rosters will identify specialized team members. If a unit has a Contamination Control Team (CCT), members must be identified on the unit recall roster.

4.2.3.2. Operations checklists outlining USAFA OPlan 32-1 tasking.

4.2.3.3. USAFA OPlan 32-1.

4.2.3.4. USAFA Base grid maps with plastic overlays.

4.2.3.5. Telephone and land mobile radio, if the unit has a specific radio net.

4.2.3.6. Appropriate events log or computer-based log.

4.2.3.7. Master listing of all unit facilities with primary and alternate telephone numbers.

4.5. Does not apply to USAFA.

5.2. Criteria from the base Exercise Evaluation Team (EET) (10 ABW/CVI) will be used to evaluate Academy exercises.

5.3.2.1. (Added). Protective masks will not be worn by government vehicle operators during exercises, unless the exercise is conducted in a controlled environment or training area and the scenario specifically calls for wearing masks.

5.3.3. The EET will prepare and conduct a natural disaster response exercise or review for the CAT. Exercises or reviews may include flash floods, snow or hail storms, wild-land fires, tornado, and dam failures.

5.3.4. (Added). The EET Chief may satisfy Major Accident Response Exercise (MARE) and Natural Disaster Response Review requirements through evaluation of actual responses to accidents or natural disasters.

5.4. The EET Chief and EET members must be knowledgeable of areas they are assigned to exercise and evaluate.

5.4.13. (Added). The EET Chief will maintain a roster of EET members, team training certifications, and exercise scenarios.

5.4.14. (Added). Sufficient numbers of evaluators with representative skills to ensure comprehensive evaluation of all participating agencies in the exercise must be assigned to the EET.

5.4.15. (Added). If a potential safety or security violation is about to occur, EET or Inspector General (IG) team members must take immediate action to prevent personal injury, the inadvertent release of classified information, or damage to equipment. Should an actual accident or incident occur, any player or evaluator must delay (hold in abeyance) the exercise and render necessary aid. Only the IG or EET Chief can terminate an exercise. The EET Chief or IG Chief will determine if a terminated exercise will be declared an exercise of record or if an exercise held in abeyance will be continued or terminated.

5.4.16. (Added). Ensure exercise intelligence scenarios are consistent with Joint Chief of Staff (JCS) directed taskings, actual threats to the base and the local environment. Move aircraft if the objectives in the exercise are to evaluate that capability.

5.4.17. (Added). Off-base exercises will be coordinated with 10 ABW/JA, HQ USAFA/PA and all on- and off-base officials maintaining appropriate memorandum of understandings for emergency response.

5.4.18. (Added). Publish a local EET program management directive to include such elements as team composition, equipment, training, exercise prop requirements, planning, exercise requirements, and reporting procedures.

5.4.19. (Added). Exercise reports are required for all mandatory exercises required by this AFI. Report format is at the discretion of the EET Chief and will address evaluation areas based on the type of exercise conducted. To receive credit for actual responses to accidents or natural disasters, a formal report identifying areas evaluated with lessons learned prepared by participating agencies will be developed. Reports will also include dates of exercise (or incident), duration, type of event, and situation in enough detail to reconstruct the event.

5.4.20. (Added). The EET will establish a munitions custody account in accordance with AFI 21-202, *Combat Ammunition System Procedures*. The designated EET representative is responsible for preparing issue requests 10 days in advance to ensure munitions availability within a 24-hour period. The EET munitions custodian will forecast annually for all munitions requirements. The forecast will be prepared in accordance with AFCAT 21-209, *Ground Munitions*; and AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*; and submitted to the Munitions Accountable Systems Officer (MASO) by 15 November each year. Anyone using explosive devices will be trained and certified, in writing, in accordance with applicable technical guidance.

5.4.21. (Added). Discrepancies from previous exercises will be reevaluated as special objectives in a subsequent exercise.

6.4.1. See Table 6.3 (Added), this supplement, for refresher training frequencies and duration for Readiness courses.

6.4.2. Owning units will request training for team members using AF Form 2426, **Training Request and Completion**, or Data Automated Systems (DAS). Documentation of date trained, individual's name and unit will be accomplished after course completion, using AF Form 2426 or DAS, and forwarded to the individual's unit. No other documentation is required.

6.4.2.1. 510 CES/CEX will provide unit representatives with an annual training calendar.

6.4.2.1. (Added). Disaster Preparedness Support Team (DPST) members must not be assigned to conflicting duties such as mobility. Each trained DPST member will not be relieved of duty for reasons other than permanent change of station (PCS), permanent change of assignment (PCA), separation, or medical disqualification until a replacement has been identified, in writing, to 510 CES/CEX, and trained. Any removals from this team for any other reasons must be approved by the Vice-Commander (10 ABW/CV).

6.4.4.2. Continuing Medical Readiness Training (CMRT) may be credited as refresher if Chemical-Biological Warfare Defense (CBWD) training is included as part of the training. A copy of the roster must be forwarded to 510 CES/CEX upon completion of the training. Waived personnel will attend refresher training within 90 days after exemptions or waivers expire.

6.4.4.2. Table 6.3. (Added). Readiness Flight Training Matrix.

Course	Refresher Frequency	Typical Instructor Time
DPST	Quarterly	4 hrs
SMT	Note 1	
CCT	Annually	4 hrs
CBWDT	Annually	4 hrs
DCG	Annually	2 hrs
DP Unit Rep	Not Required	
EET	Note 2	
EOR	Note 3	
NOTES:		
1. See paragraph 1.12.4, this supplement.		
2. The EET chief will provide general training and monitor training status.		
3. Explosive Ordnance Reconnaissance (EOR) training is conducted in conjunction with CBWDT.		

6.7. Unit commanders will ensure enlisted specialty training includes basic survival and CBWD training based on unit mission.

7.1. The Warning and Notification Systems OPR for weather related incidents is the 34th OSS/OSW during duty hours and the 10th Security Forces Squadron (10 SFS) during nonduty hours. The 10 ABW/CP or the 10 SFS will complete all other events requiring activation when the Command Post is not activated. Testing of the automated notification system and base siren will be done once a month in accordance with USAFA Plan 10-201, Protection of Personnel and Property. When activated, the CAT members will advise their unit control centers of each change of condition. Runners, as conditions dictate, will augment existing communication capabilities.

8.1.4. USAFA personnel are notified in accordance with USAFAI 10-201, *Command and Control (C2)*.

8.5.4. See USAFA OPlan 32-1.

A2.1. The 510 CES/CEX provides standardized on- and off-base maps for disaster response forces.

A2.2.3.1. (Added). Nuclear, Biological and Chemical Control Center (NBCCC). The NBCCC consists of a minimum of six individuals to provide a 24-hour capability. The following must be available in the NBC Control Center:

A2.2.3.1.1. Charts or situation boards to display information on NBC attacks or hazards.

A2.2.2.1.2. A 1:1,000,000 scale map with a radius of at least 300 miles around the Academy for plotting nuclear events.

A2.2.3.1.3. Plotting overlays or templates, scaled rulers, protractors, nomograms, and locally developed NBC worksheets.

A2.2.7. Primary and additional duty 3E9X1 and Disaster Preparedness Support Team members will not be subject to additional duties or details that will hinder the ability of these personnel to adequately respond to disasters. This policy applies during both peacetime and wartime contingencies.

A2.10. The Academy Weather Station or 21 OSS/OSW (Peterson Air Force Base) provides severe weather warnings, tornado warnings, and other weather support to include toxic corridor information.

A3.1. (Added). USAFA HAZMAT. The organizations listed below constitute the USAFA HAZMAT Emergency Response Planning Team:

A3.1.1. (Added). 10 ABW/CV (CHAIR)

A3.1.2. (Added). Environmental Management (OPR)

A3.1.3. (Added). Disaster Preparedness (member)

A3.1.4. (Added). Fire Protection (member)

A3.1.5. (Added). Bioenvironmental Engineering (member)

A3.1.6. (Added). 10 ABW Staff Judge Advocate (member)

A3.1.7. (Added). Safety (member).

A3.1.8. (Added). Status of HAZMAT emergency response planning will be briefed annually to installation Environmental Protection Committee.

Section A3B Section A3B--Not Applicable To USAFA

A4.5.9. (Added). Commanders ensure all base agencies maintain records of resources employed in natural disaster relief operations to make preparation of reimbursement requests easier. Use appropriate events log for daily summaries or a separate sheet can be added listing personnel and equipment and supplies used.

A4.5.10. (Added). Use appropriate events log, or equivalent, to document functional area daily activities. Consolidate daily activities into one document for review by the commander, and use as a source document for follow-on reports.

A4.7.1. The Readiness Flight Chief will forward the original report.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

CAT—(Added) —Crisis Action Team

CCT—(Added) —Contamination Control Team

DAS—(Added) —Data Automation System

EOR—(Added) —Explosive Ordnance Reconnaissance

IG—(Added) —Inspector General

JCS—(Added) —Joint Chief of Staff

MARE—(Added) —Major Accident Response Exercise

MRT—(Added) —Medical Readiness Training

MASO—(Added) —Munitions Accountable Systems Officer

MCP—(Added) —Mobile Command Post

MOU—(Added) —Memorandum of Understanding

OI—(Added) —Operating Instructions

OSDCG—(Added) —On Scene Disaster Control Group

PCA—(Added) —Permanent Change of Assignment

PCS—(Added) —Permanent Change of Station

UCC—(Added) —Unit Control Center

Terms

Contingency Support Staff (CSS), Disaster Support Group (DSG), —and the Survival Recovery Center (SRC)—(Added)--These Command teams requirements are satisfied through the USAFA CAT. The CAT will stand up during any natural disaster, major accident, or enemy attack.

The Disaster Assistance Center—(DAC)—(Added)--Provides support to military members and their families during and in the aftermath of disaster. It focuses on informational, financial, and emotional needs. The Family Support Center will take the lead in establishing the DAC with assistance from 10 AW/SVS, 510 CES/CEX, Base Comptroller, and Mental Health.

Table A1.1. The SRC is satisfied through the USAFA CAT. The Composition and responsibilities are established in accordance with USAFAI 10-201.

Attachment 6 (Added)

EQUIPMENT

Attachment 6 (Added) Table A6.1. Specialized Teams Equipment Requirements.

R U L E	A	B	C
	If a unit is tasked	then each team member must maintain	and the unit team chief must maintain
1	Contamination Control Team	1 each MCU-2A/P protective mask with hood 3 each C2 filter canisters (<i>Note 1</i>) 2 Anti-C ensemble with hood or disposable coverall (<i>Note 1</i>) 1 set of foul weather clothing 3 rolls 2" or 3" masking tape 2 pair boot covers, moisture resistant, any style (<i>Note 1</i>) 2 pair cotton work gloves (<i>Note 1</i>) 2 pair surgical gloves	2 each M-17 decontamination apparatus (<i>Note 2</i>) 1 set hearing protection (headset or earplugs) per person operating M-17 decontamination apparatus earplugs) per person operating M-17 decontamination apparatus 4 pairs insulated/heat resistant gloves 50 bars of hand soap All applicable TOs 2 ADM 300. "C" kits.
2	Radiological Monitoring Team	None Required	None Required
3	Shelter Management Team	10 each dust mask or handkerchiefs NSN: 4240-01-152-3555 20 each small plastic bag to serve as expedient footwear covers	1 copy of AFMAN 32-4005 1 copy AFI 32-4001/USAFA Sup 1 1 copy USAFA OPlan 32-1 1 copy shelter mgmt guide All CEX approved shelter operating instructions/checklists
4	Disaster Response Force Member who may be exposed to radiological contamination	1 each MCU-2A/P protective mask with hood 3 each C2 filter canisters (<i>Note 1</i>) 2 Anti-C ensemble with hood or disposable coverall (<i>Note 1</i>) 1 set of foul weather clothing 3 rolls 2" or 3" masking tape	None required

	2 pair boot covers, moisture resistant, any style (<i>Note 1</i>) 2 pair cotton work gloves (<i>Note 1</i>) 2 pair surgical gloves	
NOTES: 1. Includes one set for training. 2. CE and LGT only.		

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